



# State of Nevada – Department Of Personnel

## CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HIGHWAY MAINTENANCE SUPERVISOR II	34	H	9.106
HIGHWAY MAINTENANCE SUPERVISOR I	32	H	9.115

### SERIES CONCEPT

Highway Maintenance Supervisors supervise skilled and semi-skilled personnel engaged in restoring roadway surfaces and restoring or constructing slopes, shoulders, culverts, structures, fixtures and landscaping located on the roadside or right-of-way by controlling and inspecting work performed in an assigned geographical section of a district, or while conducting a speciality maintenance program such as highway landscaping, highway signs and lighting, or pavement marking and striping.

Plan and schedule routine highway maintenance activities by identifying abnormal conditions in the roadway or right-of-way, determining personnel, maintenance and equipment needs and assigning tasks to subordinate personnel; contact public and private entities such as DIG Services, Tahoe Regional Planning Agency (TRPA), and fire protection agencies for required permits and authorizations; review engineering blueprints, schematics and standard plans and reference departmental, local, State and federal procedures and regulations affecting the highway maintenance program.

Prepare and submit required reports to track productivity, unit costs, stockpile and equipment usage, training, vehicle accident and property damage, projected work schedules, and project summaries; apply cost accounting codes from the Maintenance Management System to work activities, work locations, material and equipment usage.

Prepare work program recommendations for review by the Highway Maintenance Supervisor III or Highway Maintenance Supervisor II by identifying roadway deficiencies in their assigned area, estimating materials and production time and providing project justification.

Speciality crew supervisors review and monitor established work programs and proposed encroachments by local, State and federal projects affecting roadway or right-of-way in order to plan efficient use of personnel, material and equipment.

Distribute material safety data to subordinate staff and enforce safety procedures in order to reduce work related injuries.

Perform highway maintenance duties and operate equipment as required to maintain production and meet deadlines.

Establish work performance standards and evaluate employee performance; discipline and train staff as appropriate.

Perform related duties as assigned.

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## **CLASS CONCEPTS**

**Highway Maintenance Supervisor II:** Under direction of the Highway Maintenance Superintendent, incumbents oversee and coordinate the maintenance activities described in the series concept for an assigned geographical territory which includes the assigned sections of two to seven Highway Maintenance Supervisor I's and may include district-wide specialty programs which include highway landscaping, highway signs and lighting, and pavement marking and striping.

Provide supervision to the crew supervisors assigned to their territory, work with them to plan, schedule and coordinate district priorities and major betterment projects, and monitor the work in progress; select sites for material storage, arrange for material deliveries and availability for specialized equipment, solve problems, assign personnel, and document production data; read, interpret and implement a variety of local, State and federal regulations pertaining to highway maintenance and safety.

May supervise other district activities such as modifications, repairs and preventative maintenance to field maintenance stations, rest areas and headquarter facilities including planning and supervising the work of skilled trades workers such as carpenters, electricians and painters engaged in a wide range of buildings and grounds maintenance activities.

Review and edit documentation of highway maintenance activities recorded by maintenance crews and report work costs and accomplishments to the maintenance management office.

Document and review maintenance needs in assigned territory, create priority lists and submit them to the maintenance superintendent for inclusion in statewide work program preparation.

May respond to concerns and inquiries made by the public or other governmental agencies relative to maintenance activities in assigned territory.

Coordinate equipment repair with the equipment shop and crews waiting to use the equipment.

May prepare written communications and specifications to utilities and regulatory agencies in order to acquire permission to install or modify signs, lights, underground systems or conduct other highway maintenance related activities.

May prepare contracts for lawn maintenance or janitorial work; prepare purchasing specifications for materials; oversee a work program for inmates or juvenile offenders; inventory control; keep records of personnel and work activities and provide input into department policy by attending staff and committee meetings.

**Highway Maintenance Supervisor I:** Positions in this class receive general supervision from a Highway Maintenance Supervisor II and perform all or part of the duties described in the series concept.

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## **MINIMUM QUALIFICATIONS**

### **SPECIAL NOTES AND REQUIREMENTS FOR ALL POSITIONS IN THIS SERIES:**

- \* A Class A, B, or C commercial driver's license, including appropriate endorsements may be required within six months of appointment if the applicant is required to operate a commercial vehicle or transport hazardous material to perform the duties of the position.
- \* In order to meet the needs of specialized disciplines embodied in the highway maintenance field, specialized background or skills may be required for an incumbent to perform all the tasks of the position.

## MINIMUM QUALIFICATIONS (cont'd)

### SPECIAL NOTES AND REQUIREMENTS (cont'd)

Any specialized background required will be identified prior to the recruitment process within the parameters of the class specification.

### HIGHWAY MAINTENANCE SUPERVISOR II

**EDUCATION AND EXPERIENCE:** Graduation from high school or the equivalent and two years of experience planning and scheduling the work of a highway maintenance crew engaged in a variety of highway maintenance activities equivalent to a Highway Maintenance Supervisor I in Nevada State service; **OR** two years of experience as an Equipment Operator Instructor I in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

Organizational skills sufficient to direct the work of four to six section crews collectively for major district projects and individually to meet program objectives. **Ability to:** monitor work in progress for compliance with local, State and federal regulations and project specifications and document project progress; edit a variety of activity and status reports provided by lower level supervisors; effectively communicate both orally and in writing with agency personnel, regulatory entities and the general public; prepare purchasing specifications and maintenance contracts; *and all knowledge, skills, and abilities required at the lower level.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Thorough knowledge of:** the procedures, equipment and material associated with highway maintenance enabling coordination of a wide range of functional activities within an established program; the assigned geographical territory in terms of roadway, right of way, drainage systems, structures, fixtures, utilities and entities having regulatory jurisdiction within the territory. **Working knowledge of:** departmental and State procedures regarding purchasing and contractual agreements. **Ability to:** convey maintenance, repair and staff needs, policy and procedure concerns, and section priorities at staff and committee meetings; establish priorities within an established program; calculate requirements for personnel, material and equipment; delegate assignments; and evaluate staff effectiveness.

### HIGHWAY MAINTENANCE SUPERVISOR I

**EDUCATION AND EXPERIENCE:** Graduation from high school or the equivalent and one year of experience as an assistant supervisor on a highway maintenance crew equivalent to a Highway Maintenance Worker IV in Nevada State service; **OR** graduation from high school or the equivalent and two years experience operating complex equipment and/or performing lead work supervisory duties equivalent to Highway Maintenance Worker III in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** material, methods and equipment used in highway maintenance and construction. **Ability to:** plan, schedule, prioritize and participate in all routine highway maintenance activities; supervise a crew of skilled and semi-skilled workers engaged in a wide variety of highway maintenance duties ranging from simple to complex; document all activities, equipment and material use, status of stockpiles and inventories, and project summaries and existing highway deficiencies; effectively communicate with subordinate personnel, supervisors and a variety of regulatory entities; read and interpret blueprints, schematic drawings, material safety data, standard plans and proposed construction and encroachment projects; inspect projects for compliance with plans and specifications; calculate application ratios, stockpile and material needs and usage, and measurements of distance, area and volume.

MINIMUM QUALIFICATIONS (cont'd)

HIGHWAY MAINTENANCE SUPERVISOR I (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Detailed knowledge of:** an assigned section of roadway including roadway and roadside characteristics, drainage systems, fixtures and structures. **Working knowledge of:** the maintenance management system and pavement management; the network of regulatory agencies that require notice, permits or authorization prior to commencement of highway maintenance activities. **Knowledge of:** the maintenance management coding system; external causes of roadway distress that results in abnormal conditions; and supervisory principles and practices. **General knowledge of:** departmental and State policies and procedures that affect highway maintenance activities. **Ability to:** identify and prioritize maintenance needs within as assigned section of roadway and make project recommendations including material, equipment and personnel estimates for consideration in the development of the District work program; effectively coordinate the efforts of multiple crews in accomplishing large complex betterment projects.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.106</u>	<u>9.115</u>
ESTABLISHED:	1/1/61	1/1/61
REVISED:	10/8/69	7/16/66
REVISED:	10/25/85-3	10/8/69
REVISED:	7/1/91P	11/2/76
	11/29/90PC	
REVISED:	8/23/91-3	12/1/76
REVISED:		2/17/77
REVISED:		4/8/83
REVISED:		10/25/85-3
REVISED:		7/1/91P
		11/29/90PC
REVISED:		8/23/91-3
REVISED:	3/18/98UC	3/18/98UC